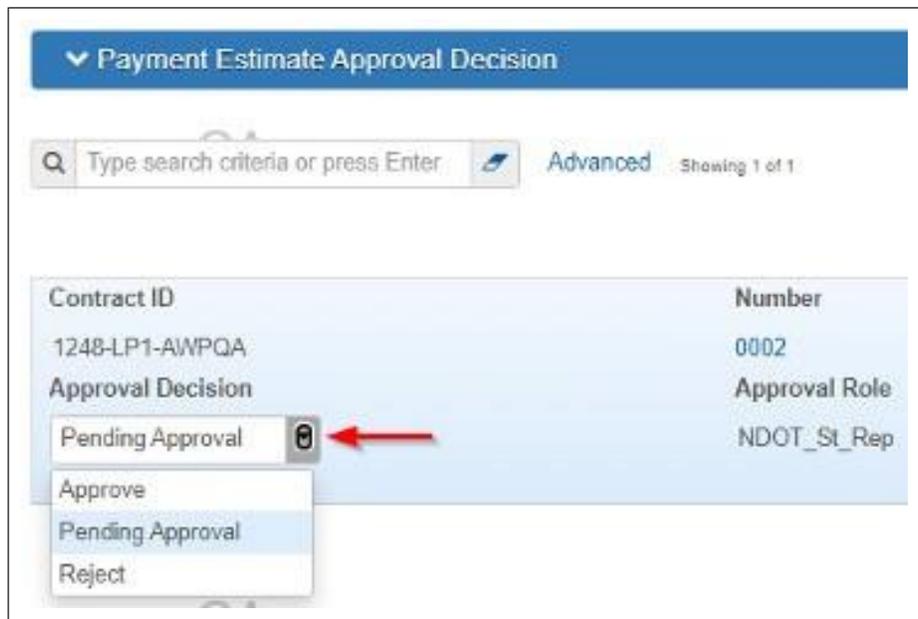


1. There are two methods available to provide approval decisions for payment estimates. Either from the 'Payment Estimate Approval Decisions' component, or directly from the 'Payment Estimate Summary' component.
 - a. The 'Payment Estimate Approval Decisions' component shows all Payment Estimates that are ready for an approval decision for the associated role.
2. The 'Payment Estimate Approval Decision' should appear on the Dashboard. Locate the desired row by the Contract ID.
3. To provide an approval decision here, click on the drop-down arrow on the "Approval Decision" field.
 - a. To review the Payment Estimate, proceed to step 5.



4. Select the appropriate decision from the drop-down options. Click on the "Save" button from the right of the blue component bar.
5. To view the Payment Estimate, click on the appropriate 'Estimate Number' hyperlink.
6. The system navigates to the 'Contract Payment Estimate Summary' page. Review any information on this page, or any of the components along the left side.
7. To provide an approval decision while viewing the Payment Estimate, click on the component action button at the right of the blue component bar.
 - a. Select the appropriate approval decision under "Tasks" section. The system automatically saves the decision.